




17 December 1958

Rec. Mgt 1-2

FUNCTION AND PERSONNEL		GRADE AND STEP		COST OF FUNCTION		PROJECTS AND CONTINUING ASSIGNMENTS		
				MAN YEARS	SALARY	TITLE	MAN-YEARS	SALARIES
1. RECORDS DISPOSITION								
25X1A9a		13/3	.75	\$	7,767	a. Audit existing Records Control Schedules and develop new ones.	2.83	\$23,698
		12/2	1.00		8,570			
		11/3	1.00		7,510	b. Provide liaison with National Archives and other Federal agencies. Conduct other records disposition and archival duties including selection and preservation of permanent records for official Agency Archives.	.25	2,582
		11/2	.33		2,433			
		TOTALS		3.08		\$26,280		3.08
2. VITAL MATERIALS								
25X1A9a		12/3	.33	\$	2,937	a. Conduct Agency Vital Materials Program.	.33	\$ 2,937
			.33		\$2,937		.33	\$ 2,937
3. RECORDS MAINTENANCE								
25X1A9a		13/2	.25	\$	2,537	a. (Project). Install subject-numeric filing systems.	2.00	\$17,411
		13/3	.25		2,592			
		12/6	1.00		9,530	b. (Project) Complete 7 shelf file installations and explore potential of 10 others.	.67	4,418
		12/3	.67		5,873			
		12/1	.50		4,165	c. Review requisitions for filing supplies and equipment; develop standards for specialized filing equipment and systems.	1.17	9,049
		11/2	.67		4,871			
		9/1	1.00		5,985	d. (Project) Develop a standard filing system for Intelligence Analysts.	.50	4,675
						e. (Project) Standardize and simplify headquarters mail registry and document control systems.	0	0
TOTALS		4.34		\$35,553		4.34	\$35,553	

RECORDS MANAGEMENT ST. CALENDAR YEAR 1959 PROGRAM (CONTINUED)

FUNCTION AND
PERSONNELGRADE
AND STEPCOST OF FUNCTION
MAN-YEARS SALARY

PROJECTS AND CONTINUING ASSIGNMENTS

TITLE

MAN-YEARS

SALARIES

4. FORMS MANAGEMENT

25X1A9a

13/2	1.00	\$10,130
12/3	1.00	8,810
11/5	1.00	7,990
11/3	1.00	7,510
11/3	.60	4,506
11/3	1.00	7,510
11/1	1.00	7,030
TOTALS	6.60	\$53,486

a. Design new and revised forms.	5.40	\$44,474
b. Review requirements for reprinting and restocking Agency forms.	.50	3,755
c. Analyze forms usage and currency to provide up-to-date indexes of controlled forms, and to eliminate obsolete forms.	.70	5,257
	6.60	53,486

5. REPORTS MANAGEMENT

25X1A9a

13/2	.05	\$ 506
TOTALS	.05	\$ 506

a. Conduct Agency Reports Management Program.	.05	\$ 506
	.05	\$ 506

6. CORRESPONDENCE
MANAGEMENT

25X1A9a

13/2	.05	\$ 506
TOTALS	.05	\$ 506

a. Conduct Agency Correspondence Management Program.	.05	\$ 506
b. Establish and chair a headquarters correspondence style board, to review recommendations for government wide style standards being developed by General Services Administration.	0	0
	.05	\$ 506

RECORDS MANAGEMENT STAFF CALENDAR YEAR 1959 PROGRAM (CONTINUED)

FUNCTION AND PERSONNEL	GRADE AND STEP	COST OF FUNCTION		PROJECTS AND CONTINUING ASSIGNMENTS		
		MAN YEARS	SALARY	TITLE	MAN-YEARS	SALARIES
7. ADMINISTRATION	15/5	1.00	\$13,970	a. Direct: the Agency Records Management Program,	1.00	\$13,970
	13/2	.65	6,584	b. Program development to include: Workshops,		
	12/1	.50	4,165	exhibits, File Cleanup Campaign, training for		
	11/3	.40	3,004	staff and line Records Officers, handbooks and		
	5/7	1.00	4,940	promotional releases.	1.00	9,230
	4/1	1.00	3,755	c. Provide staff assistance to the Chief, Records		
				Management Staff.	.15	1,519
				d. Provide liaison with Records Center on telephone		
				requests for records retired to the Center		
				(Headquarters-wide service).	.45	1,926
				e. Provide general administrative and clerical support		
				(stenographic, typing, filing, T & A, mail control,	1.55	6,769
				etc).		
				f. Prepare Management Staff budget, Maintain budget account-		
				ing records, conduct charity and blood donor drives,	.40	3,004
					4.55	\$36,418
TOTALS		4.55	\$36,418			
GRAND TOTAL		19.00	\$155,686		19.00	\$155,686